



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### PUBLIC SAFETY DISPATCHER

Current vacancy in Police Department

2012-2013 - \$47,667.73

40 HOURS/WEEK – BID SHIFT ROTATION

**CLOSING DATE: Monday, January 28, 2013**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Responsible for the public and police safety and the relevant dispatch and direction necessary to maintain optimum safety levels, speed and accuracy of response time. Serves as the first line of contact for police (local and state) detective bureau, fire and medical. Operates within the guidelines of General Orders, EMS protocol, national accredited specifications and special orders.

### **REQUIREMENTS:**

Education: High School Diploma or equivalent; plus  
Experience: One (1) year of experience in operating communication or switchboard equipment  
Other: Medical Response Technician (MRT), Emergency Medical Technician (EMT) and Cardiac Pulmonary Resuscitation (CPR) certifications are preferred.

### **EXAMINATION WILL CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Written/Video/Audio Examination	50%	70%
Oral Examination	50%	70%

The examinations will consist of an evaluation of training and experience as indicated on the application. Based on the results of the written/video/audio examination, a maximum of the ten most qualified applicants will be invited to participate in the oral examination. All parts of the examination including ratings and tests will be related to the requirements and duties of the position. Finalist may be required to successfully pass a psychological examination.

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.townofmanchester.org/>. To apply online, please visit <http://hr.townofmanchester.org/Onlineapplication.cfm>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, January 28, 2013 or must be postmarked by Monday, January 28, 2013. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

*The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.*

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.